UNITED
NATIONS

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Secretariat

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5 June 1996

INFORMATION CIRCULAR

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for Human Resources Management

Subject: COMPENDIUM OF VACANCIES FOR THE 1996 REDEPLOYMENT EXERCISE: POSTS IN THE GENERAL SERVICE AND RELATED CATEGORIES IN NEW YORK

1. The compendium set out in the annex to the present information circular, compiled in accordance with administrative instruction ST/AI/415, paragraph 18(d), contains vacancies in the General Service & related categories in New York. Vacancies in the General Service and related categories at other duty stations are compiled and announced locally, as stated in administrative instruction ST/AI/415.

2. The compendium lists a total of 30 vacancies, organized by department. The vacancies are those identified by the departments as vacant or projected to become vacant up to 31 December 1996, including posts with special requirements, such as the requirement of having passed a specific examination or test. Several vacancies, which are identified by an asterisk, would normally have been filled outside the redeployment exercise owing to the nature of the vacant posts. They are nevertheless included in the compendium, at the same time as being circulated through an individual vacancy announcement. It should also be noted that owing to financial constraints in individual departments, the dates of anticipated incumbency of some posts may vary.

3. In accordance with paragraph 26 of administrative instruction ST/AI/415, appendix I to the compendium lists 30 additional vacancies in the General Service category which are funded by extra-budgetary resources approved by the General Assembly for a shorter duration, including current and foreseen assignments in field missions. Staff in need of redeployment are invited to apply for them as well.

4. Using the application form annexed to administrative instruction ST/AI/415, reproduced as appendix II to the compendium, for easy reference, and attaching the most recent performance evaluation report and individual review form, staff members who have been advised in writing that they are in need of redeployment are invited to apply for vacancies listed in the compendium for which they consider themselves qualified. The

deadline for submission of applications is three weeks from the issuance date of the present circular, i.e., 27 June 1996. Copies of all applications should additionally be sent to the Office of Human Resources Management, room S-2555. Staff members are requested to focus primarily on vacancies at their personal grade level. However, they may exceptionally apply for posts at a higher level for which they consider themselves qualified, on the understanding that, should they be selected for a higher-level post, promotion would not necessarily result and would have to be considered at a later stage in accordance with the normal placement and promotion procedures.

5. In addition to this information circular, the vacancies are electronically posted under bulletin boards of cc:Mail. Hard copies of vacancies are also posted at Headquarters at the Secretariat Building (near the Cafeteria), and at the DC1 and DC2 buildings (both on the third floor). On-line access and additional hard copies may be obtained at the Staffing Support Section, OHRM, room S-2555 at Headquarters.

6. In order to provide maximum employment opportunities to staff in need of redeployment, OHRM has compiled, to the extent possible, lists of other United Nations organizations and some private sector agencies for possible job openings. Interested staff are invited to contact the Job Search Support Centre at extension 3-1977.

7. For information, staff may wish to note that each year, for the servicing of the General Assembly, a number of temporary staff are needed in the occupational groups of clerks, wordprocessors, nurses, drivers, editorial clerks, language reference assistants, photo processors, security officers, telecommunication technicians, printing equipment operators, etc. Staff in need of redeployment who cannot be placed in the redeployment exercise and who possess the requisite qualifications would be given priority consideration for those temporary functions. Staff who are interested should inquire with Cluster 6, OSD/OHRM, at extension 3-6182.

ANNEX

COMPENDIUM OF VACANCIES IN GENERAL SERVICE CATEGORY

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VA No.: RE-DAM-96-508 Human Resources Assistant	Post No.: UNA41848EP-L004 Occ. group: Administration	Grade: G-7 D.S.: New York
VA No.: RE-DAM-96-509 Bilingual Secretary	Post No.: UNA41848EO-L008 Occ. group: Administration	Grade: G-6 D.S.: New York
VA No.: RE-DAM-96-510 Human Resources Assistant	Post No.: UNA41848EO-L010 Occ. group: Administration	Grade: G-5 D.S.: New York
VA No.: RE-DAM-96-511 Editorial Assistant	Post No.: UNA41841EO-L007 Occ. group: Editorial	Grade: G-6 D.S.: New York

Office of Conference and Support Services

VA No.: RE-DAM-96-502 Editorial Assistant	Post No.: UNA41744E-O-L025 Occ. Group: Text Processing	Grade: G-5 D.S.: New York
VA No.: RE-DAM-96-503 Editorial Assistant	Post No.: UNA41744E-O-L121 Occ. Group: Text Processing	Grade: G-5 D.S.: New York
VA No.: RE-DAM-96-504 Editorial Assistant	Post No.: UNA41744E-O-L103 Occ. Group: Text Processing	Grade: G-5 D.S.: New York
VA No.: RE-DAM-96-505 Computer Systems Assistant	Post No.: UNA41740E-O-L002 Occ. Group: Computer Information	Grade: G-6 D.S.: New York
VA No.: RE-DAM-96-506 Editorial Assistant	Post No.: UNA41745E-O-L006 Occ. Group: Text Processing	Grade: G-5 D.S.: New York
VA No.: RE-DAM-96-507 Copy Prep. & Proofreading Asst.	Post No.: UNA41752E-O-L006 Occ. Group: Editorial	Grade: G-5 D.S.: New York
VA No.: RE-DAM-96-512 Meeting Services Clerk	Post No.: UNA41731E-O-L001 Occ. Group: Meeting Servicing	Grade: G-4 D.S.: New York
VA No.: RE-DAM-96-513 Language Reference Clerk	Post No.: UNA41723E-O-L003 Occ. group: Language Reference	Grade: G-4 D.S.: New York
VA No.: RE-DAM-96-516 Editorial Assistant	Post No.: UNA41742EP-L001 Occ. Group: Documents Processing	Grade: G-7 D.S.: New York

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Office of Programme Planning, Budget and Accounts

VA No.: RE-DAM-96-514 | Post No.: UNA41839EO-L002 | Grade: G-5
Benefits Assistant | Occ. group: Administration | D.S.: New York

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VA No.: RE-ESI-96-602 | Post No.: UNA44540EO-L020 | Grade: G-4
Secretary | Occ. Group: Administration | D.S.: New York

VA No.: RE-ESI-96-603 | Post No.: UNA44480EO-L001 | Grade: G-4
Secretary | Occ. Group: Administration | D.S.: New York

VA No.: RE-ESI-96-604 | Post No.: UNA44110EO-L001 | Grade: G-4
Secretary | Occ. Group: Administration | D.S.: New York

VA No.: RE-ESI-96-605 | Post No.: UNA44245EO-L005 | Grade: G-6
Statistical Assistant | Occ. Group: Statistics | D.S.: New York

VA No.: RE-ESI-96-606 | Post No.: UNA44241EO-L002 | Grade: G-4
Secretary | Occ. Group: Administration | D.S.: New York

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VA No.: RE-DPA-96-552 | Post No.: UNA37115EO-L004 | Grade: G-4/G-5
Secretary | Occ. group: Administration | D.S.: New York

VA No.: RE-DPA-96-553 | Post No.: UNA37124EO-L011 | Grade: G-4/G-5
Secretary | Occ. group: Administration | D.S.: New York

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VA No.: RE-ESI-96-551 | Post No.: SPA32700EO-L016 | Grade: G-6
Marketing Research Assistant | Occ. group: Administration | D.S.: New York

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VA No.: RE-OLA-96-601 | Post No.: UNA38111EO-L001 | Grade: G-6
Personal Assistant, Office of the Under-Secretary-General | Occ. Group: Administration | D.S.: New York

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VA No.: RE-JPS-96-751* | Post No.: PFA01001EP-L703 | Grade: G-7
Senior Accounting Assistant | Occ. Group: Finance | D.S.: New York

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VA No.: RE-JPS-96-752* Post No.: not yet available Grade: G-5
Benefits Assistant Occ. Group: Administration D.S.: New York

VA No.: RE-JPS-96-753* Post No.: PFA01001EO-L615 Grade: G-6
Accounting Assistant Occ. Group: Finance D.S.: New York

VA No.: RE-JPS-96-754* Post No.: PFA01009EO-L008 Grade: G-6
Accounting Assistant Occ. Group: Finance D.S.: New York

VA No.: RE-JPS-96-755* Post No.: PFA01001EO-L437 Grade: G-5
Computer Inform. Systems Assistant Occ. Group: Computer Information D.S.: New York

VA No.: RE-JPS-96-756* Post No.: PFA01001EO-L427 Grade: G-4
Records Clerk Occ. Group: Records Management D.S.: New York

APPENDIX I: VACANCIES OF LIMITED DURATION

DEPARTMENT OF PEACE-KEEPING OPERATIONS (DPKO) **23**

VA No.: RE-PKO-96-701* Post number: OPA02111TP-L001 Grade: G-6
Records Management Assistant Occ. group: Records Management D.S. New York

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29 posts in Peace-Keeping fields missions.

APPENDIX II - Application Form **29**

COMPENDIUM OF VACANCIES IN THE GENERAL SERVICE AND RELATED CATEGORIES

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All applications should be sent to departments or offices *directly*, with copy to the Staffing Support Section/OHRM fax: (212) 963-3134 or cc:mail address: Staffing@un.org.

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DEPARTMENT OF ADMINISTRATION AND MANAGEMENT (DAM)

Applications for any of the following posts should be sent to:
Ms. Linda Cohen, Executive Officer, Room S-2750A
Fax No.: (212) 963-0577
with copy to Staffing Support Section, OHRM, Room S-2555,
Fax No.: (212) 963-3134

Office of Human Resources Management

VA Number: RE-DAM-96-501
Functional Title: Administrative Assistant
Rules and Regulation Unit
Specialist Services Division
Occupational Group: Administration
Post Number: UNA41849EP-L003
Grade: G-7
Duty Station: New York

Summary of Functions: Under the general supervision of the Chief of the Rules and Regulations Unit, the incumbent authorizes and controls forms used throughout the Secretariat; analyzes requests for new or revised forms; determines and ensures compliance with policies and procedures; establishes forms design standards; provides proper layouts; prepares final designs and "camera-ready" masters; establishes and maintains records accordingly. Proficiency in English and French or Spanish required.

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VA number: RE-DAM-96-508
Functional title: Human Resources Assistant
Operational Services Division
Occupational group: Administration
Post No. UNA41848EP-L004
Grade: G-7
Duty Station: New York

Summary of functions: Under the supervision of the Chief of Cluster, the incumbent recruits General Service Staff for United Nations Information Centres; which includes Information Assistants, Administrative Assistants, Secretaries, Receptionists, Drivers; advises substantive office regarding personnel policies and requirements; reviews and evaluates suitable candidates, taking into consideration the background, requirements of a given post and qualifications of the candidates; recommends the selection and salary of the candidate in given post; informs the prospective employee of his/her emoluments and conditions of service; makes presentations to the Appointment and Promotion Panel for recruitment of staff at the two General Service senior levels; compiles monthly and yearly statistics on recruitment; tracks status of vacancies on a daily basis; recruits Tour Guides on SSA contracts; interviews, screens and schedules secretarial candidates for testing; co-ordinates and liaises with Examinations and Tests Section and UNDP and UNICEF regarding test schedules. The successful candidate should possess a High School diploma; extensive knowledge of the organizational structure and the administrative procedures of the Office and the Secretariat; excellent communication skills and drafting ability; familiarity with personal computer technology, electronic mail and database management; knowledge of advanced word processing applications; relevant experience at the administrative assistant level, preferably in a multi-cultural environment; fluency in English and/or French; knowledge of another UN official language desirable.

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VA Number:	**RE-DAM-96-509**	**Post Number:**	**UNA41848EO-L008**
Functional title:	**Bilingual Secretary Operational Services Division**	**Grade:**	**G-6**
Occupational group:	**Administration**	**Duty Station:**	**New York**

Summary of functions: Under the supervision of the Director, Operational Services Division, the incumbent creates and maintains data bases and collects, selects and updates information in areas of the supervisor's responsibility, such as contractual status of Secretariat officials; expirations, extensions and conversions of appointments; ratio of fixed-term to permanent appointments; status of appeals against administrative decisions; sets up and maintains computer libraries and reference systems on subject matters related to the work of the legislative, consultative and advisory bodies, committees and working groups where supervisor acts as adviser, participant or convenor, including personnel-related items on the agenda of the General Assembly and the International Civil Service Commission; screens incoming and outgoing correspondence, determines priorities, directs mail to appropriate offices and maintains electronic log; determines nature and extent of information required by the supervisor for the preparation of papers, briefs and statements on staff-administration issues and participation in meetings on such topics, and selects, organizes and notates the necessary material accordingly; types reports and correspondence using word-processing equipment, makes travel arrangements, prepares travel forms and documents for processing by various administrative units; prepares periodic reports on attendance, overtime, leave schedules; reviews briefs prepared for the supervisor and correspondence in English and French submitted for his approval for completeness, grammatical and procedural accuracy, format and style; reviews qualitative and quantitative adequacy of information inputs and their flow and handling in the office, and makes recommendations to improve data storage and processing and communications network related to programme The successful candidate should possess High School diploma; extensive knowledge of organizational structure and the administrative procedures of the Office of Human Resources and the Secretariat, and of the sub-programme carried out by the Division; excellent communication and drafting ability in English and French; familiarity with personal computer technology, electronic mail and database management; knowledge of advanced word-processing applications, and a minimum of five years of experience in executive-level secretarial functions; fluency in English and French; knowledge of another UN official language an asset.

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VA Number:	**RE-DAM-96-510**	**Post Number:**	**UNA41848EO-L010**
Functional title:	**Human Resources Assistant Operational Services Division**	**Grade:**	**G-5**
Occupational group:	**Administration**	**Duty Station:**	**New York**

Summary of functions: Under the supervision of a Human Resources Officer, the incumbent prepares requisite documentation and correspondence such as letters, facsimiles, memoranda and forms relating to vacancy announcements, selection process, pre-recruitment formalities, staff appointment, promotion, transfer and separation; follows-up on the status of personnel administration and recruitment-related actions with other offices such as the Specialist Services Division, the Medical Service, Executive Offices and the Disbursement Section of OPPBA; processes rental subsidy, dependency allowance and education grant requests, requesting required documentation from staff members, and finalizing requests for signature of Human Resources Officers; answers queries from staff of assigned organizational units or from applicants or selected candidates regarding established staff rules and regulations, personnel directives, and administrative instructions; responds to standard questions regarding salaries and entitlements; locates and attaches background information to incoming correspondence for action by the Human Resources Officer; processes and follows up on requests for vacancy announcements; monitors adherence to deadlines and time-frames, and contacts the Specialist Services Division, Departments, Appointment and Promotion Bodies and other offices regarding the screening and selection process, and other subsequent actions such as transfer procedures and final arrangements for recruitment of new candidates. The successful candidate should possess a High School diploma or equivalent; thorough knowledge of Staff Rules and Regulations, acquired through previous related experience; typing skills, as well as computer skills (WordPerfect, Paradox, cc:Mail) required; knowledge of IMIS prior to assuming functions highly desirable; good communication skills; a minimum of four years prior experience in personnel related fields in the UN system; fluency in English and/or French.

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VA number: RE-DAM-96-511 **Post number:** UNA41841EO-L007
Functional title: Editorial Assistant **Grade:** G-6
Staff Activities and Housing Unit
Medical Services Division
Occupational group: Editorial **Duty Station:** New York

Summary of functions: The incumbent acts as Associate Editor of the UN house organ, the Secretariat News; researches, conducts interviews, and drafts news, current affairs and feature articles for Secretariat News. Edits manuscripts, takes SLR and digital photographs for scanning and sizing and creates graphics for publication; overseas relations with advertisers and prepares mechanicals and camera-ready copy for clients; banking and accounting responsibilities for advertising and petty cash accounts; designs mock-ups, dummies, lay-outs and prepares make-up of paper as well as brochures, pamphlets and circulars ready for printers; helps create and maintain electronic transmission of Secretariat News, Internet and World Wide Web sites and manage E-mail and CC-mail correspondence; co-ordinates distribution of Secretariat News; compiles and updates mailing lists manually and for addressograph; answers telephone queries, monitors outside media daily. Administrative duties: drafts memoranda, external correspondence and assists with the training and supervision of student volunteers and interns; assists Chief of Unit with urgent housing problems and reviews leases; backs up Chief of Unit in briefing and orientation sessions for staff and group visitors programme; assists Human Resources Co-ordinator in all aspects of internal and external communications and be ready to react to rapidly-changing situations. The successful candidate should possess a High School diploma; knowledge of United Nations programmes and overall administrative structure including inter-agency co-ordination, staff activities, staff management relations; knowledge of communications strategies and journalistic practices; expertise needed in manual, electronic and digital photography and its electronic transmission, page lay-out and working experience with MacIntosh computers and related software, including QuarkXpress, PageMaker and Photoshop; familiar with using Electronic Bulletin Boards on cc-Mail; fluency in English and/or French; knowledge of another UN official language an asset. Must be willing to travel at short notice and work long and unusual hours.

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Office of Conference and Support Services

VA Number: RE-DAM-96-502 **Post Number:** UNA41744EO-L025
Functional Title: Editorial Assistant **Grade:** G-5
Occupational Group: Text Processing **Duty Station:** New York

Summary of functions: Under the direction of the Supervisor of the English Text Processing Unit, the incumbent prepares United Nations documents, types from edited drafts, transcribes from cassette recordings, types large tables, produces documents printouts, proofreads typed texts, corrects proofreading errors, corrects editorial revisions, produces final version of documents for printing. Must have English mother tongue, very good knowledge of the formats and production process of official documentation and must have successfully passed the requisite tests required of Text Processors (Conference Typists). Must be able to work overtime and on rotating day/evening and night shifts and weekends.

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VA Number:	**RE-DAM-96-503**	**Post Number:**	**UNA41744EO-L121**
Functional Title:	**Editorial Assistant**	**Grade:**	**G-5**
Occupational Group:	**Text Processing**	**Duty Station:**	**New Yor.**

Summary of functions: Under the direction of the Supervisor of the French Text Processing Unit the incumbent prepares United Nations documents, types from edited drafts, transcribes from cassette recordings, types large tables, produces documents printouts, proofreads typed texts, corrects proofreading errors, corrects editorial revisions, produces final version of documents for printing. Must have French mother tongue, very good knowledge of the formats and production process of official documentation and must have successfully passed the requisite tests required of Text Processors (Conference Typists). Must be able to work overtime and on rotating day/evening and night shifts and weekends.

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VA Number:	**RE-DAM-96-504**	**Post Number:**	**UNA41744EO-L103**
Functional Title:	**Editorial Assistant**	**Grade:**	**G-5**
Occupational Group:	**Text Processing**	**Duty Station:**	**New York**

Summary of functions: Under the direction of the Supervisor of the French Text Processing Unit, the incumbent prepares United Nations documents, types from edited drafts, transcribes from cassette recordings, types large tables, produces documents printouts, proofreads typed texts, corrects proofreading errors, corrects editorial revisions, produces final version of documents for printing. Must have French mother tongue, very good knowledge of the formats and production process of official documentation and must have successfully passed the requisite tests required of Text Processors (Conference Typists). Must be able to work overtime and on rotating day/evening and night shifts and weekends.

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VA Number:	**RE-DAM-96-505**	**Post Number:**	**UNA41740EO-L002**
Functional Title:	**Computer Systems Assistant**	**Grade:**	**G-6**
Occupational Group:	**Computer Information**	**Duty Station:**	**New York**

Summary of functions: Under the supervision of the Chief of the Technological Innovations Programme (TIP), the incumbent carries out user support and operational support functions under the TIP throughout Conference Services, bearing in mind the multilingual purposes of technological innovations, specifically support of editors, translators, interpreters, copy preparers, and text processing staff, as well as verbatim reporters. Good knowledge of local networks, server and microcomputer architecture and technical components required. Incumbent must be fully trained in LAN terminology, WINDOWS and the MS/DOS microcomputer operating system. Knowledge of basic communications and networking technology is desirable.

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VA Number:	**RE-DAM-96-506**	**Post Number:**	**UNA41745EO-L006**
Functional Title:	**Editorial Assistant**	**Grade:**	**G-5**
Occupational Group:	**Text Processing**	**Duty Station:**	**New York**

Summary of functions: Under the supervision of the Chief of the Correspondence Unit, the incumbent creates, processes, scans, edits, and proofreads in English, French and Spanish; drafts official correspondence such as notes verbales, letters and depository notifications, and dispatches in final form to permanent missions to the United Nations and United Nations specialized agencies and foreign ministries; carries out the duties of the Assistant Supervisor when and if necessary. Must have French mother tongue with proficiency in English and Spanish. Owing to sensitive and political nature of the correspondence involved, four years of secretarial experience, in order to be acquainted with the relevant terms used in two or three official languages.

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VA Number:	**RE-DAM-96-507**	**Post Number:**	**UNA41752EO-L006**
Functional Title:	**Copy Preparation & Proofreading Assistant**	**Grade:**	**G-5**
Occupational Group:	**Editorial**	**Duty Station:**	**New York**

Summary of Functions: Under the supervision of the Chief of the Arabic Group, the incumbent is responsible for copy holding of manuscript and checking all assigned proofreadings of galleys and page proofs. Must have Arabic mother tongue with thorough grammatical and practical knowledge of the language; very good knowledge of English; Working knowledge of another official language an asset. Copyholder/proofreading experience highly desirable.

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VA Number:	**RE-DAM-96-512**	**Post Number:**	**UNA41731EO-L001**
Functional Title:	**Meeting Services Clerk**	**Grade:**	**G-4**
Occupational Group:	**Meeting Servicing**	**Duty Station:**	**New York**

Summary of Functions: The overall responsibility of the Meetings Servicing Clerk is to ensure the smooth co-ordination of activities of the Meetings Servicing Unit by co-ordinating the services and facilities required for the meeting programmes and by servicing as a liaison between the management of the Unit and the Secretariat and delegations as required. The successful candidate should have excellent command of English; working knowledge of French or Spanish is desirable for contact with Missions; good verbal and written skills are essential, as well as ability to maintain good relations in all other contacts;

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VA Number:	**RE-DAM-96-513**	**Post Number:**	**UNA41723EO-L003**
Functional Title:	**Language Reference Clerk**	**Grade:**	**G-4**
Occupational Group	**Language and Reference**	**Duty Station:**	**New York**

Summary of Functions: Under the supervision of the Chief of Service, the incumbent is responsible for the clerical operations connected with the administration and work of the Service; assists the Programming Officer; prepares and types statistical reports; confidential correspondence and reports; performs various administrative and clerical tasks. The successful candidate should have experience of general office routine, particularly in the United Nations and the work of the Translation Service; typing skills; fluency in English; knowledge of another UN official language an asset.

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VA Number:	**RE-DAM-96-516**	**Post Number:**	**UNA41742EP-L001**
Functional Title:	**Editorial Assistant**	**Grade:**	**G-7**
Occupational Group:	**Documents Processing**	**Duty Station:**	**New York**

Summary of functions: The incumbent co-ordinates the submission and processing of all material accepted by Documents Control for printing; provides technical expertise on publications as well as administers the approved Publications Board programme in Documents Control; prepares the basis for all official records of the UN for inclusion in the Programme Budget; serves as a member of the Working Committee of the Publications Board. Fluency in English required. Working knowledge of other official languages is desirable. Three years experience in the Section with the methods, procedures and regulations for the control and processing of documentation and publications, plus previous familiarity with the documentation and publications system of the Organization.

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Office of Programme Planning, Budget and Accounts

VA Number:	**RE-DAM-96-514**	**Post Number:**	**UNA41839EO-L002**
Functional Title:	**Benefits Assistant**	**Grade:**	**G-5**
Occupational Group:	**Administration**	**Duty Station:**	**New York**

Summary of Functions: Under the direct supervision of the Benefits Supervisor, the incumbent reviews applications for enrolment in the medical, dental and life insurance schemes; checks eligibility of declared dependents for coverage under staff member's insurance; advises staff regarding details of the United Nations insurance programme and the benefit packages available; during the annual enrolment campaign period and at other times as appropriate, processes changes in staff members' coverage and status of dependents in the insurance plans; completes enrolment process by entering relevant data from the application forms (checked and corrected, as necessary) into the insurance computer data file. This action sets up, inter alia, the monthly payroll premium contribution by staff; certifies eligibility for conversion to private health/life insurance contracts in the case of staff members not eligible for after-service benefits, and processes related applications; responds to queries from participants, insurance carriers and medical institutions; in rotation with the other Benefits Assistants, performs the duties of Insurance Section Receptionist. The successful candidate should have a good grasp of the relevant personnel and payroll procedures; good level of general clerical skills is required, including ability to work with a PC as mainframe terminal and for word processing; must also be able to deal effectively and sympathetically with ad hoc problems affecting the health/insurance situation of a multi-cultural staff participant group; fluency in English is required.

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DEPARTMENT FOR ECONOMIC AND SOCIAL INFORMATION AND POLICY ANALYSIS (DESIPA)

Applications for any of the following posts should be sent to:
Ms. Maria Longueira, Executive Officer, DESIPA,
Room DC2 - 2370, Fax No.: (212) 963-9023
with copy to Staffing Support Section, OHRM, Room S-2555,
Fax No.: (212) 963-3134

VA number:	**RE-ESI-96-602**	**Post number:**	**UNA44540EO-L020**
Functional title:	**Secretary** **Demographic Statistics Section** **Statistics Division**	**Grade:**	**G-4**
Occupational Group:	**Administration**	**Duty Station:**	**New York**

Summary of functions: The incumbent provides secretarial and technical support to Technical Services Specialists (TSS). Excellent secretarial skills and knowledge of office automation equipment.

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VA number:	**RE-ESI-96-603**	**Post number:**	**UNA44480EO-L001**
Functional title:	**Secretary** **Office of the Director** **Population Division**	**Grade:**	**G-4**
Occupational Group:	**Administration**	**Duty Station:**	**New York**

Summary of functions: The incumbent assists in the preparation of documents, technical papers and reports for the Population Division; provides administrative research and secretarial assistance. The selected candidate should possess excellent secretarial skills and knowledge of office automation equipment.

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VA number:	**RE-ESI-96-604**	**Post number:**	**UNA44110EO-L001**
Functional title:	**Secretary, Office of the** **Under-Secretary-General**	**Grade:**	**G-4**
Occupational Group:	**Administration**	**Duty Station:**	**New York**

Summary of functions: The incumbent provides secretarial and administrative assistance in the Office of the Under-Secretary-General for Economic and Social Information and Policy Analysis. The selected candidate should possess an excellent secretarial and communication skills and knowledge of office automation systems.

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VA number:	**RE-ESI-96-605**	**Post number:**	**UNA44245EO-L005**
Functional title:	**Statistical Assistant** **Microeconomic Issues and Policies Unit** **Microeconomic and Social Analysis Division**	**Grade:**	**G-6**
Occupational Group:	**Statistics**	**Duty Station:**	**New York**

Summary of functions: The selected candidate should possess relevant experience in statistical work, data processing. Must have passed Statistical Examination. Excellent knowledge of computer software.

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VA number:	**RE-ESI-96-606**	**Post number:**	**UNA44241EO-L002**
Functional title:	**Secretary** **Developed Market Economies Section** **Macroeconomics Division**	**Grade:**	**G-4**
Occupational Group:	**Administration**	**Duty Station:**	**New York**

Summary of functions: The incumbent provides administrative, logistical and secretarial support and assistance to the staff of the Section and, when required, and other staff of the Branch. Excellent secretarial skills and knowledge of office automation equipment. Languages useful.

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DEPARTMENT OF POLITICAL AFFAIRS (DPA)

Applications for any of the following posts should be sent to:
Mr. Hilary Iregbulem, Executive Officer, Room S-3312A
Fax No.: (212) 963-1302
with copy to Staffing Support Section, OHRM, Room S-2555,
Fax No.: (212) 963-3134

VA number: RE-DPA-96-552
Functional title: Secretary
Electoral Assistance Division
Occupational Group: Administration
Post number: UNA37115EO-L004
Grade: G-4/G-5
Duty Station: New York

Summary of functions: Within the responsibility of the Division, incumbent provides substantive and secretarial/administrative assistance as well as reference support to the Director, Deputy Director and also to the Political Affairs Officer of the Division; assists in the preparation of reports on the request for electoral assistance received by the United Nations system; also assists in the preparation of a specialized roster on electoral consultants. Due to the nature of the work of the Office, incumbent is also required to co-ordinate all activities with several staff of the Division. The selected candidate should have good basic secretarial and administrative skills (shorthand, typing); sound knowledge in operating office automation systems; good knowledge of rules and regulations of the UN system; relevant experience in secretarial work in the Organization, preferably with experience in the political sector. Good communication skills including drafting ability desirable. Excellent command of English (both written and oral), working knowledge of another official UN language (French and/or Spanish) required due to nature of the work of the Electoral Assistance Division.

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VA number: RE-DPA-96-553
Functional title: Secretary
Global and Regional Activities Branch
Centre for Disarmament Affairs
Occupational Group: Administration
Post number: UNA37124EO-L011
Grade: G-4/G-5
Duty Station: New York

Summary of functions: Within the responsibility of the Branch, incumbent provides substantive and secretarial/administrative support services to the Senior Political Affairs Officer in the execution of the activities of the Branch; provides assistance to meetings of committees and expert group chaired by the supervisor including preparation and compilation of various disarmament related documents; performs ad hoc assignments as required and assists in special projects of the Branch. The selected candidate should have good basic secretarial skills, training in administration as well as meeting servicing and sound knowledge in operating word processing and computers; relevant experience in secretarial work and meeting servicing in the United Nations; general knowledge of disarmament issues and machinery; as well as awareness of international and political developments desirable. Excellent knowledge of English (both written and oral), working knowledge of another official UN language.

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DEPARTMENT OF PUBLIC INFORMATION (DPI)

**Applications for any of the following posts should be sent to:
Mr. Oluseye D. Oduyemi, Executive Officer, DPI, Room S-1070D,
Fax No.: (212) 963-6601
with copy to Staffing Support Section, OHRM, Room S-2555,
Fax No.: (212) 963-3134**

VA number:	**RE-ESI-96-551**	**Post number:**	**SPA32700EO-L016**
Functional title:	**Marketing Research Assistant Publications Service Library and Publications Division**	**Grade:**	**G-6**
Occupational Group:	**Administration**	**Duty Station:**	**New York**

Summary of functions: The incumbent coordinates and supervises all matters relating to the processing and billing of orders; cash mail, credit cards, standing orders as well as credit sales from North America, Latin America, Asia and the Pacific; provides guidance and training to six General Service staff of the Sales Unit. The selected candidate should possess supervisory skills, customer relations skills, knowledge of UN publications, accounting and computer, and relevant experience in order processing. Fluency in English, working knowledge of other UN official language an asset. Fluency in Spanish highly desirable.

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OFFICE OF LEGAL AFFAIRS (OLA)

Applications for any of the following posts should be sent to:
Mr. Ken Lasiuk, Executive Officer, OLA, Room S-3420G
Fax No.: (212) 963-3386
with copy to Staffing Support Section, OHRM, Room S-2555,
Fax No.: (212) 963-3134

VA number:	**RE-OLA-96-601**	**Post number:**	**UNA38111EO-L001**
Functional title:	**Personal Assistant, Office of the Under-Secretary-General**	**Grade:**	**G-6**
Occupational Group:	**Administration**	**Duty Station:**	**New York**

Summary of functions: The incumbent assists the Under-Secretary-General in the management of the Office of Legal Affairs by coordinating administrative support services in the Office of the Under-Secretary-General and by providing a communications link between the Under-Secretary-General and senior officials of the Department and other offices of the Secretariat. This requires a thorough knowledge of the functional relationships between the various divisions of the Department, the elaborate formal mechanisms for their coordination, and the institution of formal reporting arrangements. The selected candidate should possess an excellent drafting ability and significant computer skills. Excellent in prioritizing/organizing work; and adept at dealing with high-ranking officials with tact and diplomacy.

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UNITED NATIONS JOINT STAFF PENSION FUND (UNJSPF)

**Applications for any of the following posts should be sent to:
Ms Judith-Ann Charles, Executive Officer,
Fax No.: (212) 963 3146
with copy to Staffing Support Section, OHRM, Room S-2555,
Fax No.: (212) 963-3134**

VA Number:	**RE-JPS-96-751***	**Post Number:**	**PFA01001EP-L703**
Functional Title:	**Sr. Accounting Assistant Financial Services Section**	**Grade:**	**G-7**
Occupational Group:	**Finance**	**Duty Station:**	**New York**

Summary of functions: Under the general supervision of the Chief, Financial Services Section, the incumbent discharges operational responsibility for the Pension Fund's new automated accounting system and Emergency Fund disbursements; assists in the preparation of the Fund's financial statements; provides administrative support to the Section Chief in connection with pension payments, adjustments, accounting, banking and year-end closing matters; performs other duties as required. The selected candidate should possess at least 10 years experience in accounting, preferably within the Pension Fund; familiarity with mainframe and personal computer applications; passing grade in UN Accounting Examination; thorough knowledge of Pension Fund payroll, adjustment, accounting and banking systems, and Pension Cashier operation, with ability to interpret and adopt accounting procedures for complex situations highly desirable. Fluency in English, with ability to draft, is required, working knowledge of French and/or Spanish or another UN official language is desirable

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VA Number:	**RE-JPS-96-752***	**Post Number:**	**not yet available**
Functional Title:	**Benefits Assistant**	**Grade:**	**G-5**
Occupational Group:	**Administration**	**Duty Station:**	**New York**

Summary of functions: The incumbent performs all administrative actions and procedures relating to participation in the Pension Fund, to benefit determination, and to calculation of benefits, including the application of the Pension Adjustment System in respect of all types of benefits for all participants and beneficiaries from the member organizations of the Fund. Performs other related duties.

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VA Number:	**RE-JPS-96-753***	**Post Number:**	**PFA01001EO-L615**
Functional Title:	**Accounting Assistant Payments Unit**	**Grade:**	**G-6**
Occupational Group:	**Finance**	**Duty Station:**	**New York**

Summary of functions: Under the general supervision of the Chief, Payments Unit, the incumbent audits payroll transactions as input to the computerized payroll system; audits pension payments and payroll related accounting transactions; maintains accounting control over receivable accounts and various payable accounts; replies to payroll-related queries; performs other duties as required. The selected applicant should possess knowledge of related work in finance office and of Pension Fund Regulations and Rules; ability to identify problems and propose solutions; a passing grade in the UN Accounting Examination; experience in using computer terminal and reviewing computer output. Fluency in English, with ability to draft correspondence is required; working knowledge of French or Spanish is desirable.

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VA Number: RE-JPS-96-754*
Functional Title: Accounting Assistant
Investment Section
Occupational Group: Finance
Post Number: PFA01009EO-L008
Grade: G-6
Duty Station: New York

Summary of functions: Under the supervision of the Senior Investment Officer, the incumbent reconciles security transactions to trade tickets, confirmations and various on-line systems; monitors, maintains and audits investment data on income, corporate actions, securities purchases/sales, dividends/interest, spinoffs, splits, rights/warrants, tender offers, redemptions, gains/losses, benefit payments/contributions, custody fees, and bank reconciliations; prepares multi-currency accounting and financial statements. The selected candidate should possess knowledge of investment accounting; experience in the use of computer terminals and automated accounting systems, familiarity with banking systems; working knowledge of investment theory; a passing grade in the UN Accounting Examination. Fluency in English with ability to draft correspondence is required; working knowledge of French with ability to draft correspondence and/or other UN official languages, is desirable.

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VA Number: RE-JPS-96-755*
Functional Title: Computer Information Systems
Asst. - Comp. Operations Unit
Occupational Group: Computer Information
Post Number: PFA01001EO-L437
Grade: G-5
Duty Station: New York

Summary of functions: Under the supervision of the Chief, Computer Operations Unit, provides application software support for software packages; configures, installs and standardizes user environments which include personal computers, printers, scanners and other peripheral devices; performs maintenance functions on Novell NetWare Local Area Network and OS/2 work stations, and coordinates their maintenance and repair; performs backup and recovery functions for a Novell Network and for IBM AS/400; acts as backup in certain areas for the Chief, Computer Operations Unit, in his/her absence; functions as the Help Desk Administrator resolving user problems, maintaining logs and providing reports to management. The selected candidate should possess work experience in the Computer field; flexibility as regards working hours, which may include shift or weekend work. Novell Certification (CNE) or course work, AS/400 operator training course, and other personal computer-related training is desirable; work experience in the UN Pension System in a similar field is an asset. Fluency in English is required. Working knowledge of French and/or Spanish is desirable.

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VA Number: RE-JPS-96-756*
Functional Title: Records Clerk
Records Management Unit
Occupational Group: Records Management
Post Number: PFA01001EO-L427
Grade: G-4
Duty Station: New York

Summary of functions: Under the supervision of the Chief, Records Management Unit, the incumbent processes all correspondence/communications addressed to the Pension Fund, utilizing the Optical Based Information System (OBIS) and assigns them to the appropriate area within the Fund Secretariat; monitors the up-to-date record of the Fund's off-site storage facilities, fills in for absent staff of the Unit to ensure continuous workflow. The selected candidate should possess UN experience in filing systems, particularly automated systems and a minimum of 2 years experience in personal computer operation. Extensive experience in work involving the Pension Fund system (OBIS), with thorough knowledge of the activities and operation structure of the Fund Secretariat is highly desirable. Fluency in English and French or Spanish, with excellent reading and comprehension capability is required. Ability to draft in these languages is desirable. Knowledge of other UN official languages would be an important asset.

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APPENDIX I

VACANCIES OF LIMITED DURATION IN THE GENERAL SERVICE AND RELATED CATEGORIES

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DEPARTMENT OF PEACE-KEEPING OPERATIONS (DPKO)

Applications for any of the following posts should be sent to:
Mr. Franz Baumann, Executive Officer, Room S-0927A,
Fax No.: (212) 963-1813
with copy to Staffing Support Section, OHRM, Room S-2555,
Fax No.: (212) 963-3134

VA number:	**RE-PKO-96-701***	**Post number:**	**OPA02111TP-L001**
Functional title:	**Records Management Assistant**	**Grade:**	**G-6**
Occupational group:	**Records Management**	**Duty Station:**	**New York**

Summary of functions: The incumbent is responsible for overall management of the Registry He/she plans, develops, and organizes the records management system; maintains and manages the central operational records; prepares and lists bibliography and reference materials for DPKO staff; liaises with relevant offices in the Secretariat; analyses, evaluates, classifies, processes, disposes of r retains voluminous, complex and confidential communications daily. The incumbent is required to work independently, without any supervision. He/she should have extensive work experience in the United Nations and an overall understanding of world affairs . The incumbent should be organized, have good analytical skills, sound judgment, a sense of discretion, initiative and a good memory. He/she should be able to work under pressure and use a computer for documents filing and retrieval. Fluency in English and French is essential with a working knowledge of Spanish.

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The following posts are for services in Peace-Keeping fields missions. They are usually for an initial duration of up to six months. The grades vary between G-4 and G-6 at various duty stations. Applications should go directly to Mr. Vijay Pardal, Staffing Officer, Staffing Unit with copy to Staffing Support Section, OHRM, Room S-2555, Fax No.: (212) 963-3134

VA number: NA **Post Number:** NA
Functional Title: Secretary **Grade:**
Number of Vacancies : 5

Summary of Functions: provides secretarial, administrative, and clerical services in a variety of administrative setttings, reporting to one or more Professional Officers; maintains and coordinates appointments for supervisor; analyzes and reviews all incoming correspondence; screens all incoming calls and queries; maintains and updates supervisor's records management system and tracks pending matters; initiates, researches, and drafts supervisor's correspondence; schedules and organizes meetings, takes minutes at meetings, and prepares background materials for participants. Secretarial experience; knowledge of UN Staff Rules and Regulations; proven computer skills in WordPerfect, Paradox, and QuattroPro. Fluency in English. Knowledge of another official UN language desirable.

****

VA number: NA **Post Number:** NA
Functional Title: Finance Assistant (various sect.) **Grade:**
Number of Vacancies : 5

Summary of Functions: Assists the Finance Officer in the preparation and processing of all matters related to the administration of the mission's accounts; prepares bank reconciliation statements for the mission's hard currency accounts, local currency, and other monthly statements; processes the replenishment and recording of expenditures from imprest and petty can funds; reconciles cash balances reported by the Cashier; maintains accounts receivable records and related billing to other agencies, vendors, etc.; maintains travel and MSA advance records and advises Travel Claims on recoveries and billing; maintains and monitors charts of accounts of the general ledger accounts; prepares outgoing/incoming IOV's; assists the Chief of Finance and the Finance Officer in administrating the missions currency accounts and attends to banking matters on behalf of the mission; keeps accurate records of cash and bank transactions of the mission, including petty cash accounts; processes allowances earned by mission personnel (MSA, local staff's salaries) and payments in terms and services rendered to the mission; processes payments to vendors for goods and services provided; and performs any other duties as assigned by the CFO; and prepares financial reports as required. Background and experience in accounting and UN payroll systems; knowledge of calculation of UN entitlements and emoluments; knowledge and experience with Sun System, Progen, Paradox, QuattroPro, and WordPerfect. Fluency in English. Knowledge of another official UN language desirable.

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VA number: NA
Functional Title: Budget Assistant
Number of Vacancies : 2
Post Number: NA
Grade:

Summary of Functions: Under the direction of the Budget Officer organizes and assists in the preparation of proposals and cost estimates submitted by the mission's administrative and substantive offices/sections to United Nations Headquarters and the Advisory Committee on Administrative and Budgetary Questions (ACABQ); monitors allotment and sub-allotment balances, ensuring that funds are available to carry out the mission's activities including re-deployment of funds when necessary; and drafts correspondence when required. Background and experience in UN Financial Rules and Regulations; knowledge of and experience with QuattroPro, Paradox, and WordPerfect. Fluency in English. Knowledge of another UN official language desirable.

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VA number: NA
Functional Title: Procurement Assistant (all sect.)
Number of Vacancies : 6
Post Number: NA
Grade:

Summary of Functions: Receives and scrutinizes initiating documentation to ensure that purchasing/contracting requests are clear, complete, accurate, and if necessary requests additional information or modifications; checks the availability of funds, verifies account code headings, and earmarks funds for purchase/contracts; arranges for any preliminary technical verification of purchasing/contracting requests; draws files/documentation on previous purchases/contracts of similar items and researches same; assists in the preparation of bids, proposals and quotations; prepares purchase orders; verifies credentials of potential suppliers, adequacy and availability of materials offered, and market suitability of price quotations; prepares and executes purchase orders and all follow-up actions; prepares and maintains market surveys; maintains and monitors lists of contractors and evaluates their performance; distributes and maintains all procurement documentation; arranges and processes all official travel of mission personnel; prepares and processes all PT.8s for field mission personnel; organizes the reception and transport of all arriving mission personnel; arranges and processes the shipment and insurance of field mission personnels' official and personal effects; processes travel payments to contractors; coordinates and expedites activities of mission's Freight Forwarder or relevant airlines; organizes and coordinates transportation and delivery to the mission of all shipments from ports of entry as well as within the mission area. Background and experience of UN financial rules and regulations and procurement procedures as detailed in Procurement Manual; knowledge of and experience with Requisitioning and Purchasing modules of Reality, Paradox, QuattroPro, and WordPerfect. Familiarity with International procurement and contracting practices.

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VA number: NA **Post Number:** NA
Functional Title: Personnel Assistant **Grade:**
Number of Vacancies : 7

Summary of Functions: Processes field mission personnel's allowances, benefits and other entitlements, appointments, promotions, assignments, transfers, training and welfare: prepares job descriptions for international and local civilian staff; processes recruitment of local personnel; processes authorization for official travel; renews laissez-passers and prepares other documentation as required; processes extensions and separations of contracts of international and local staff; initiates and processes performance reports; handles incoming and outgoing correspondence relevant to staff administration; maintains attendance; overtime records; prepares leave reports for international staff; maintains staffing tables; controls language exams; arranges check-in procedures and debriefing of outgoing international staff; and issues ID cards. Background and experience in UN Staff Rules and Regulations; knowledge of and experience with QuattroPro, Paradox, and WordPerfect. Fluency in English. Knowledge of another official UN language desirable.

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VA number: NA **Post Number:** NA
Functional Title: Property Survey/Claims Review Assistant **Grade:**
Number of Vacancies : 1

Summary of Functions: Receives, collates, and verifies documentation received on inquiries, property write-off requests and claims; assists in investigations on accidents/incidents, theft, allegations of personal misconduct, etc.; prepares documentation for cases brought to the Board of Inquiries; organizes and arranges for regular inspection of selection, purchase and/or rental of property; prepares documentation and reports for the Property Survey Board. Background and experience in UN Staff Rules and Regulations; knowledge of and experience with QuattroPro, Paradox, and WordPerfect. Fluency in English. Knowledge of another official UN language desirable.

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Vacancy Announcements - UNMIBH

VA number: NA **Post Number:** NA
Functional Title: Secretary **Grade:**
Number of Vacancies : 2

Summary of Functions: Provides secretarial, administrative, and clerical services in a variety of administrative setttings, reporting to one or more Professional Officers; maintains and coordinates appointments for supervisor; analyzes and reviews all incoming correspondence; screens all incoming calls and queries; maintains and updates supervisor's records management system and tracks pending matters; initiates, researches, and drafts supervisor's correspondence; schedules and organizes meetings, takes minutes at meetings, and prepares background materials for participants. Secretarial experience; knowledge of UN Staff Rules and Regulations; proven computer skills in WordPerfect, Paradox, and QuattroPro. Fluency in English. Knowledge of another official UN language desirable.

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Vacancy Announcements - UNITED NATIONS DISENGAGEMENT OBSERVER FORCE (UNDOF)

VA number: NA **Post Number:** NA
Functional Title: Procurement Assistant **Grade:**
Number of Vacancies : 1

Summary of Functions: receives and scrutinizes initiating documentation to ensure that purchasing/contracting requests are clear, complete, accurate, and if necessary requests additional information or modifications; checks the availability of funds, verifies account code headings, and earmarks funds for purchases/contracts; arranges for any preliminary technical verification of purchasing/contracting requests; draws files/documentation on previous purchases/contracts of similar items and researches same; assists in the preparation of bids, proposals and quotations; prepares purchase orders; verifies credentials of potential suppliers, adequacy and availability of materials offered, and market suitability of price quotations; prepares and executes purchases orders and all follow-up actions; prepares and maintains a market surveys; maintains and monitors list of contractors and evaluates their performance; distributes and maintains all procurement documentation; arranges and processes all official travel of mission personnel; prepares and processes all PT.8s for field mission personnel; organizes the reception and transport of all arriving mission personnel; arranges and processes the shipment and insurance of field mission personnel's official and personal effects; processes travel payments to contractor; coordinates and expedites activities of mission's Freight Forwarder or relevant airlines; organizes and coordinates transportation and delivery to the mission of all shipments from ports of entry as well as within the mission area. Background and experience of UN financial rules and regulations and procurement procedures as detailed in Procurement Manual; knowledge of and experience with Requisitioning and Purchasing modules of Reality, Paradox, QuattroPro, and WordPerfect. Familiarity with international procurement and contracting practices.

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Appendix II

APPLICATION FORM FOR STAFF IN NEED OF REDEPLOYMENT

NAME:

DEPARTMENT/OFFICE:

Please list below your application for posts contained in the compendium of vacant posts published in ST/IC/1996/35. If you apply for more than one post (you may apply for a maximum of five posts) please indicate your order of preference.

Your individual Review Form should be attached to your application for redeployment.

Note: Please be reminded that, in principle, your application(s) for redeployment should focus on vacant posts at your grade level.

VACANCY No.:	POST TITLE:	DUTY STATION:
VACANCY No.:	POST TITLE:	DUTY STATION:
VACANCY No.:	POST TITLE:	DUTY STATION:
VACANCY No.:	POST TITLE:	DUTY STATION:
VACANCY No.:	POST TITLE:	DUTY STATION:

Please indicate below the reasons for which you consider yourself qualified for the above post(s).